



## SMALL GROUP LEADERSHIP GUIDELINES

### What is a Leader?

A Coastline Small Group Host is:

- Passionate about God & people.
- A person of character & integrity.
- Committed to a personal spiritual growth.
- Supportive of the vision, mission & leadership of the church.
- Cultivates a peaceful, inviting, & life-giving atmosphere.
- A person responsible for coordinating group discussions. You do not need to know any or all the answers or be the source of all wisdom.

### Leadership Requirement

- Attend a "New Leader" training 1 hour meeting
- Read & sign the Leadership Honor Code
- Review the Participation Covenant\* & obtain signatures.
- Pray in advance for your members & prepare the space to be warm & welcoming.
- Coordinate social & service project each semester.
- For Sermon Based Groups:
  - Attend or listen to the weekend message & fill in your response to the message notes.
  - Review Small Group Notes & scripture references.

### General Information - Need to know

**Children:** Seek creative solutions as a group. One common solution is to have adults meet in the living room & kids in another part of the house. The cost of a baby sitter (or two) is to be divided amongst the members with kids.

**Refreshments:** Providing snacks isn't a requirement, but may be agreed upon within the group. One common solution is to alternate weeks of refreshment & snack responsibility. Alcohol is not allowed to be served.

**Sermon Based Questions :** Each member will need to bring a printed copy of the Small Group Questions found in the Worship Guide to the small group study. Small Group Notes can also be found online.

**Weekend Message:** Each weekly message can be found at [coastlinechurch.org/media/video-sermons](http://coastlinechurch.org/media/video-sermons).

**Location:** A comfortable, low-noise environment that's free from distractions (ie: pets, clutter, or fragrances).

**Time:** Honor members by starting & ending each session on time. We recommend each session be about 1 - 1.5 hours in order to facilitate discussion & fellowship.

**Conversations:** Positive, encouraging, & up-lifting. No profanity is allowed.

**Confidentiality:** Everything discussed in your group remains in the group setting. Absolutely no discussion of any sort is to be had independent of the person being with you. All communication is considered confidential.

**Communication:** A phone call, text or email throughout the week goes a long way in bringing unity & encouragement to your members.

### Care for group members & their families

- Celebrate milestones & victories weekly.
- Track personal problems & needs of group members.
- Communicate special needs & concerns to church leadership & pastors.
- In times of need, discuss ways to support one another with acts of kindness.

### Weekly Sermon Based Format guideline

We have purposely kept the format & experience to be easy, interactive & fun.

- Worship: 5 minutes
- Short opening prayer: 2 minutes
- Discuss highlights of the weekend message: 15 Minutes
- Review Small Group Notes & scripture: 60 Minutes
- Closing prayer (to include personal requests): 5 minutes
- Confirm next meeting time, location & member's attendance
- Fellowship & Dismiss

### Group Dynamics

- **Give time for discussion** – Avoid doing all the talking. Approximately 30% or less of the speaking should be from the host.
- **Keep the discussion positive.** Carefully lead the conversation back to the topic when tangents occur.
- Men should minister or pray to men & women to women. Couple may minister to a single.
- Steer the discussion in a direction where everyone can participate.
- Remember that some people may not grasp phrases that are common to followers of Christ.
- The primary goal is to create an environment where people feel loved & accepted.

### Registering Your Group

Visit [coastlinechurch.org/connect/small-groups](http://coastlinechurch.org/connect/small-groups) & click "Lead a Group". Fill out form and submit.

Both open-invitation & private "invite-only" groups must be registered with Coastline Church. After you receive the email confirming that your group has been registered, you will be able to accept new members & record weekly attendance.

### We are here for you

Any Questions or Concerns, please contact us at [groups@coastlinechurch.org](mailto:groups@coastlinechurch.org)